

ADMINISTRATIVE - INTERNAL USE ONLY

*Revised 11-2-77
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TRAVEL

OTR INSTRUCTION TRI 22-1

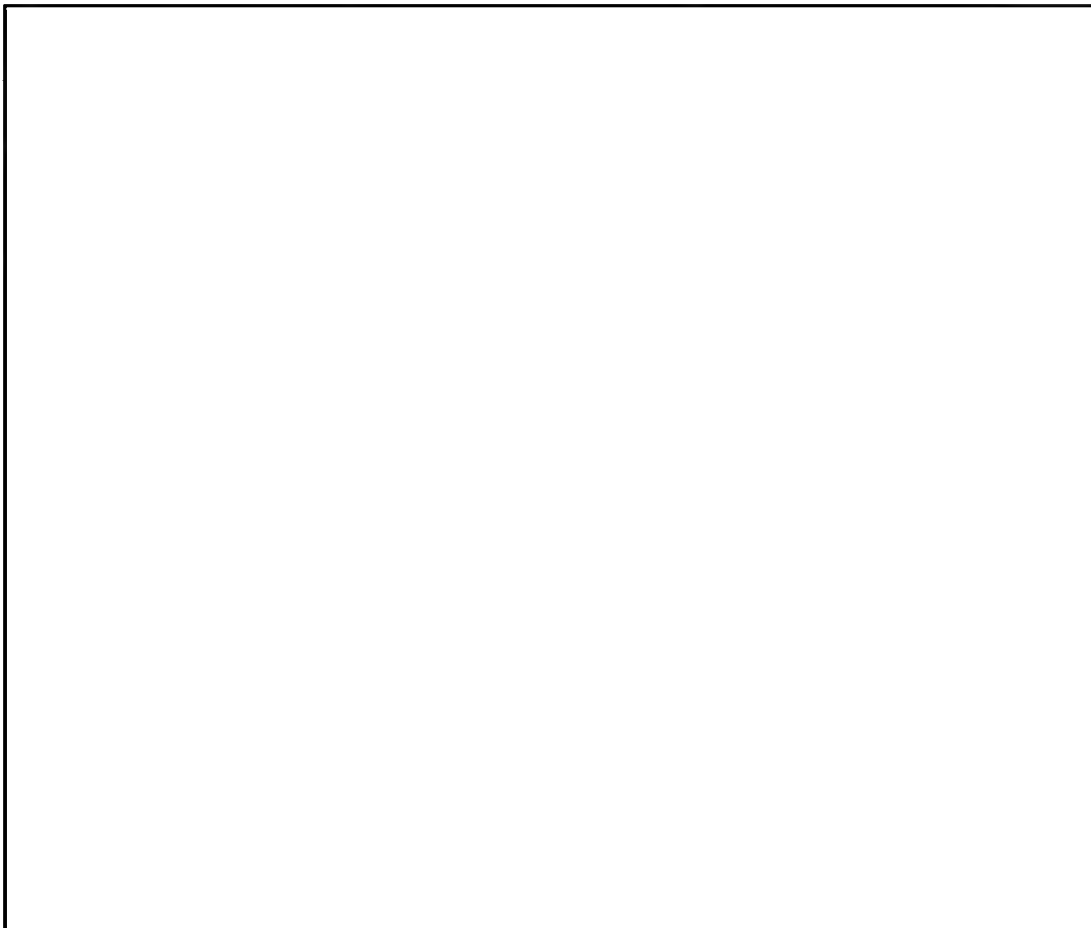
1 September 1976

RECISSION: This Instruction rescinds OTR Notice 21-76 in format and numeration only.

1. General

The purpose of this notice is to define Office of Training policies regarding travel by OTR personnel and student trainees.

2.



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C. Travel to Headquarters Building and Return

The normal mode of travel between the Headquarters building and the Chamber of Commerce building is by Agency bus. Where exigencies are encountered, reimbursement for use of POV may be approved by an OTR Unit Chief at a flat rate of \$2.40 each round trip. Instructors conducting courses at Headquarters will normally consider Headquarters their duty station during the running of a course and will not be paid mileage. This also applies to other temporary assignments at Headquarters.

D. Student Travel



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coordinators will be responsible for making such arrangements and for selecting the most effective mode of travel taking into account cost and other factors.



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Harry E. Fitzwater
Director of Training

Distribution:
Key 1-D

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